



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

DIVISION CHIEF I, ASSESSOR/RECORDER/COUNTY CLERK
DIVISION CHIEF II, ASSESSOR/RECORDER/COUNTY CLERK

Class No. 005515
Class No. 005514

■ CLASSIFICATION PURPOSE

To plan, organize, and manage a major organizational unit in the Assessor/Recorder/County Clerk's Office.

■ DISTINGUISHING CHARACTERISTICS

Under the direction of a Chief Deputy County Assessor, incumbents in these classes are managers with responsibility for planning and coordinating the work of a division and formulating operating procedures and practices.

Division Chief I, Assessor/Recorder/County Clerk:

Under general direction, Division Chief I positions serve as the assistant head of a large division, or the head of a small division within the department. Incumbents are responsible for the day-to-day operation of a branch office (or offices) or they oversee functions such as mapping or homeowners' exemptions.

Division Chief II, Assessor/Recorder/County Clerk:

Under administrative direction, Division Chief II positions have a larger scope of responsibility and discretion than the Division Chief I. Decisions made by the incumbent are subject to review only when matters of general policy are involved. Incumbents oversee functions such as realty, business or assessment services and provide supervision to Division Chief I positions.

■ FUNCTIONS

The examples of functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Plans and coordinates the work activities of an organizational unit.
2. Administers departmental policy.
3. Supervises division operations and trains new employees.
4. Establishes methods and standards for work performance in assigned functions.
5. Reviews the work of subordinates.
6. Coordinates with other divisions, departments, and agencies.
7. Solves complex operational problems.
8. Prepares correspondence and reports.
9. Reviews legislative changes and legal provisions for impact to existing programs.
10. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Division Chief II, Assessor/Recorder/County Clerk

Essential Functions:

All the functions listed above and

1. Performs the most complex duties as assigned by the Assessor/Recorder/County Clerk, which may involve conducting sophisticated/sensitive appraisals, audits, or investigations and appearing before the Assessment Appeals Board or in court to substantiate assessments.
2. Supervises Division Chief I positions.
3. Reviews and implements policy.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- California property tax laws and State Board of Equalization rules.
- California laws relating to recording, vital statistics and marriages.
- Court cases, and legal opinions affecting the assessment of property, the Assessor's Handbook, real estate recording law or non-judicial county clerk functions.
- Functions of other divisions and departments associated with property tax and real estate programs.
- Modern management and supervision principles and techniques.
- Budget and record keeping procedures.
- Principles of management and administration goals, policies, and procedures of the Assessor/Recorder/County Clerk's Office.
- Government, civil, revenue and taxation, and health and safety codes pertaining to Assessor/Recorder/County Clerk functions.
- Methodology and standards relating to property assessment, official recording and the recording of non-judicial county clerk matters.
- Assessment law.
- Computer systems and application techniques.
- The General Management System in principle and practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Plan, organize and supervise the work of a division, which may include a multi-disciplinary staff, dispersed geographically throughout the County of San Diego.
- Read and interpret complex technical documents and publications.
- Communicate effectively, both orally and in writing.
- Research and analyze complex written and statistical information, situations, policies and procedures.
- Prepare written reports with recommendations and justifications.
- Advise executive management on operational projects and activities.
- Represent executive staff and establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Plan, coordinate, and administer the activities of a division including training programs.
- Understand, interpret and apply California laws and the rules of the State Board of Equalization.
- Develop and implement procedural manuals, policy bulletins, and technically appropriate forms.
- Develop, implement, and monitor data collection systems.
- Help develop, monitor and implement a division program budget.
- Recognize, define, and resolve organizational problems.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Division Chief I, Assessor/Recorder/County Clerk:

1. Experience as an Assistant Division Chief, Assessor/Recorder/County Clerk in the County of San Diego, or in an equivalent class in another California county; OR,

2. Experience as a Supervising Appraiser I, Supervising Appraiser II or Supervising Audit-Appraiser or Cadastral Supervisor in the County of San Diego, or in an equivalent class in another California county.

Division Chief II, Assessor/Recorder/County Clerk:

1. Experience as a Division Chief I, Assessor/Recorder/County Clerk in the County of San Diego, or an equivalent class in another California county; OR,
2. Experience managing a major division in the County of San Diego Assessor/Recorder/County Clerk's Office, or an equivalent class in another California county.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classifications. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Some positions require possession of a permanent Appraiser's Certificate issued by the California State Board of Equalization.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

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Reviewed: Spring, 2003
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Division Chief I, Assessor/Recorder/County Clerk (Class No. 005515)	Union Code: MA	Variable Entry: Y
Division Chief II, Assessor/Recorder/County Clerk (Class No. 005514)	Union Code: MA	Variable Entry: Y